

**CONTRACT REQUEST FORM (CRF)**

CEC-94 (Revised 11/10)

CALIFORNIA ENERGY COMMISSION



☐ New Contract - - ☒ Amendment to Existing Contract: 600-09-016 Amendment Number: 1

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Kevyn Piper	44	916-654-4845	9/29/09

Contractor's Legal Name	Federal ID Number
California Employment Training Panel	-

Title of Project
Workforce Training and Development

Term	Start Date	End Date	Amount
New/Original Contract	5 / 24 / 10	2 / 28 / 13	\$ 6,000,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
1	2/28/14	\$780,000

Business Meeting Information			
Proposed Business Meeting Date	3/23/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Darcie Chapman	Time Needed:	5 minutes

Agenda Item Subject and Description
The purpose of this Amendment is for a 1 year time extension and the addition of \$780,000 in funding. This amendment will allow for funding of additional workforce training contracts established through this inter-agency agreement which deliver training services to California's emerging green transportation industry that meet ARFVT Program workforce development and training objectives.

**Business Meeting approval is not required for the following types of contracts:** *Executive Director's signature is required in all cases.*

<input type="checkbox"/> Contracts less than \$10k ( <i>Policy Committee's signature is also required</i> )
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
The purpose of this Amendment to this interagency agreement (IA) is to extend the term of the contract 1 year and add an additional \$780,000 of funding. The addition of time and funding will allow green transportation related businesses and training agencies continued access to Alternative and Renewable Fuel and Vehicle Technology Program (ARFVT Program) workforce training resources. The workforce training contracts established through this inter-agency agreement will continue to deliver training services to California's emerging green transportation industry and will continue to comply with ARFVT Program workforce development and training objectives. The goal is to continue to target unemployed and under employed workers as well as incumbent workers.

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**California Environmental Quality Act (CEQA) Compliance**

1. Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because this contract is for workforce training that does not involve physical changes to the environment.

2. If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)☐ Statutory Exemption. List PRC and/or CCR section number: \_\_\_\_\_☐ Categorical Exemption. List CCR section number: \_\_\_\_\_☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$780,000	2010/11	\$780,000	Yes	ARFVTF	2010/11	601.118	\$780,000
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL:	\$780,000	TOTAL:	\$780,000				TOTAL:	\$780,000
Reimbursement Contract #:					Federal Agreement #:			

**Contractor's Administrator/ Officer**

Name: Jill McAloon

Address: 1100 J Street, Suite 400

City, State, Zip: Sacramento, CA, 95814

Phone/ Fax: (916) 327-5329 / 327-5260

E-Mail: jmcloon@etp.ca.gov

**Contractor's Project Manager**

Name: Jill McAloon

Address: 1100 J Street, Suite 400

City, State, Zip: Sacramento, CA, 95814

Phone/ Fax: (916) 327-5329 / 327-5260

E-Mail: jmcloon@etp.ca.gov

**Contractor Is**☐ Private Company (including non-profits)☒ CA State Agency (including UC and CSU)☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)**Selection Process Used**☐ Solicitation

Select Solicitation Type \_\_\_\_\_

Solicitation #: - -

☐ Non Competitive Bid (Attach CEC 96)☒ Exempt

Interagency

**Civil Service Considerations**☒ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

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- ☐ The Services Contracted:
- ☐ are not available within civil service
  - ☐ cannot be performed satisfactorily by civil service employees
  - ☐ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- ☐ The Services are of such an:
- ☐ urgent
  - ☐ temporary, or
  - ☐ occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

**Justification:****Payment Method**

- ☒ A. Reimbursement in arrears based on:
- ☒ Itemized Monthly      ☐ Itemized Quarterly      ☐ Flat Rate      ☐ One-time
- ☐ B. Advanced Payment
- ☒ C. Other, explain: each training subcontract is paid lump sum upon approval of CEC

**Retention**

1. Is contract subject to retention? ☒ No ☐ Yes
- If Yes, Do you plan to release retention prior to contract termination? ☐ No ☐ Yes

**Justification of Rates****Disabled Veteran Business Enterprise Program (DVBE)**

1. ☒ Not Applicable
2. ☐ Meets DVBE Requirements      DVBE Amount:\$ \_\_\_\_\_ DVBE %: \_\_\_\_\_
- ☐ Contractor is Certified DVBE
- ☐ Contractor is Subcontracting with a DVBE: \_\_\_\_\_
3. ☐ Requesting DVBE Exemption (attach CEC 95)

**Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?**

- ☒ No ☐ Yes
- If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE

**Is Contractor subcontracting any services?**

- ☒ No ☐ Yes
- If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:
- |  |                             |                             |                             |                               |
|--|-----------------------------|-----------------------------|-----------------------------|-------------------------------|
|  | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
|  | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
|  | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |

**Miscellaneous Contract Information**

1. Will there be Work Authorizations? ☒ No ☐ Yes
2. Will there be IT expenditures? ☒ No ☐ Yes
3. Is the Contractor providing confidential information? ☒ No ☐ Yes
4. Is the contractor going to purchase equipment? ☒ No ☐ Yes
5. Check frequency of progress reports
- ☒ Monthly    ☒ Quarterly    ☐ Other...
6. Will a final report be required? ☐ No ☒ Yes
7. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes
- The multiple training courses provided through this I.A. require more than 1 year to deliver.

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**The following items should be attached to this CRF**

1. Scope of Work, Attach as Exhibit A.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached

\_\_\_\_\_  
Contract Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Office Manager\_\_\_\_\_  
Date\_\_\_\_\_  
Deputy Director\_\_\_\_\_  
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.  
See Business Meeting Information Section.

\_\_\_\_\_  
Presiding Policy Committee\_\_\_\_\_  
Date\_\_\_\_\_  
Associate Policy Committee\_\_\_\_\_  
Date\_\_\_\_\_  
Executive Director\_\_\_\_\_  
Date